

Links to BLS and DOL Resources

Import and Export Price Indexes homepage:

www.bls.gov/mxp/

Bureau of Labor Statistics homepage:

www.bls.gov

Producer Price Index homepage:

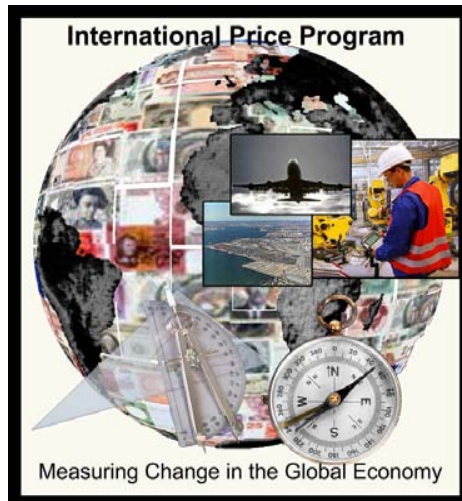
www.bls.gov/ppi/home.htm

Consumer Price Index homepage:

www.bls.gov/cpi/

U. S. Department of Labor homepage:

www.dol.gov



4 Easy Steps for Reporting Your Data

International Price Program
Internet Data Collection
System



U.S. Department Of Labor
Bureau of Labor Statistics

If you have any questions or comments, please send an
e-mail to:

ipp.helpdesk@bls.gov

Important points to know before reporting to the IPP

- Your temporary account number and password can only be used once – when you first report your data. After creating your account, you must use the account number and password you created.
- If you lose your account number and/or password, or if you have any questions or comments, please send an email to:
IPP.helpdesk@bls.gov
- If you are idle for more than 15 minutes, your session will time out. The data that you entered will not be lost. Simply re-access your data by going to <https://idcf.bls.gov> and logging on again.
- If you do not have all the necessary item and pricing information needed, you can submit partial information and return to the system later to finish.
- You can click “How Do I...?” at the top of the screen anytime to get help.
- You can navigate forward and backward through the survey by clicking on the blue “Continue” arrow or the blue numbered bubbles at the top of the screen.
- You can click on any field label to get field-specific help.

- **To begin reporting, please log-on to the IPP data collection website, located at: <https://idcf.bls.gov>**

Note: The “s” in “https” is required to ensure a secure transmission.

- **Select “International Price Program” from the Select a Survey Box.**
- **Click the blue “Continue” arrow to proceed to the survey.**



Step 4: Review Your Items' Information

You will see your items summarized into two groups: **Incomplete Items** and **Completed Items**.

- Please review any **Incomplete Items** and provide a current price if you can.
- Click the “Printable Version” button if you wish to print out a copy of your updated information.
- Click the “Finish” arrow to submit your prices.



Thank you for using the IPP Internet Data Collection System.
Please feel free to contact us if you have any questions, comments, or suggestions.

Your continued participation allows us to bring you the highest quality economic indicators.

If you have any questions or comments, please send an e-mail to: ipp.helpdesk@bls.gov



More Item Price Factors Screen

This page allows you to review or update all of the item information.

International Price Program

[How do I...?](#) [Logout](#)

1. Review Item Description

Make changes by clicking in the large description box.

Item Description:

Whole Bean Coffee; Sumatra Regular;
Imported From Indonesia; Arabica Beans; Not Roasted; Green Coffee; 60 kilo bag

2. Review Price Factors

Review the [price factors](#) below. Make any changes, if necessary, by clicking in the boxes.

- Exported under Schedule B Number: 3905 30 0000
- Transaction Type: Market sale
- Class of Seller: Class does not affect the price
- Is price specific to quantity ordered? ☐ No
☒ Yes
20 MT (metric tons)
- Export To: North America
- Priced Per: Kilogram

3. Review Price Changes

Review the prices below. Update the price in the "Current Price" box.
If the **current price has not changed from the previous price**.

Previously Reported Price Data

Date	Price	Currency	Price Basis	Not Traded
Jan 2005	73.4300	U.S. Dollar	CFR	<input type="checkbox"/>

This item was traded last session

Current Price Data

Note - Current Price is entered as (123456789.1234).

Date	Price	Currency	Price Basis	Not Traded
May 2005	73.4300	U.S. Dollar	CFR	<input type="checkbox"/>

Discount or Surcharge. If either has changed, click [here](#).

4. Enter Comments

Please enter any comments that you think will help BLS regarding:

- Item changes
- Price changes

5. Complete

Item Code:D4127929

If you have questions or comments please send e-mail to: ipp.helpdesk@bls.gov

Version: 3.0

URL: <https://idcdipp.psb.bls.gov/IPP/content/summary.jsp>

You may change the reported price from a prior month here.

Click on any column label for detailed instructions.

1

Verify Contact Information

Step 1: Verify Your Contact Information

On this screen, we ask you to review your contact information, such as address, email, phone number and name.

- Please update the information if it has changed.
- After you have verified that all of your contact information is correct, click on the "Continue" arrow. (Or, click the blue "2: Item Still Available?" bubble.)

2

Item Still Available?

Step 2: Is Your Item Still Available?

On this screen, you will see a list of the items for which you currently send prices to the IPP. Here we ask you if any of the items have been discontinued or if you no longer offer them.

- If you **DO** still offer all the items, click the "Continue" arrow or click on the "3. Submit Item Prices" bubble.
- If you **DO NOT** offer an item, click on the "No Longer Offered" button next to the item. You will then be asked if you can provide a comparable replacement item.
 - If you **CAN NOT** provide a replacement item, select "No" on the pop-up window and then "Submit."
 - If you **CAN** provide a comparable replacement item, select "Yes" on the pop-up window and then "Submit". You will see a page where you can enter information for the new item. Note: The specifications of the discontinued item will be displayed in the fields to help you provide a comparable item. The instructions on the screen will guide you.
 - If you are unsure how to provide a replacement item, or need any assistance, please click on the blue help-desk link.

3 Submit Item Prices

Step 3: Submit Your Items' Prices

On this screen, you will again see your list of items. For each item, please enter a current price for the requested month.

International Price Program

How do I...? | Logout

1 Verify Contact 2 Item Still Available? **3 Submit Item Prices** 4 Verify Item Information

Continue

To change the item description, click here and make any updates.

To view or change other [price factors](#) associated with the item click on the "More Item Price Factors" link.

Note - Current Prices are entered as (12345.6789,1234).

Completed?	Item Description	Last Reported Price	Same Price?	Please Provide Price For	Not Traded?	Comments?
No	Whole Bean Coffee; Sumatra Regular; Imported from Indonesia; Arabica Beans; Not Roasted; Green Coffee Beans; 60 More Item Price Factors	73.4300 Jan 2005 Edit	<input type="checkbox"/>	<input type="text"/> May 2005	<input type="checkbox"/>	<input type="text"/>
No	Whole Bean Coffee; Brazil Santos; Imported from Brazil; Arabica Beans; Not Roasted; Green Coffee Beans; 70 More Item Price Factors	90.2000 Jan 2005 Edit	<input type="checkbox"/>	<input type="text"/> May 2005	<input type="checkbox"/>	<input type="text"/>

If you have questions or comments, please send e-mail to: ipp.helpdesk@bls.gov
Version: 3.0
URL: <https://idcdipp.psb.bls.gov/IPPServlet.do>

Check "Same Price" if the price has not changed.

If the price has changed, enter the price for the month shown below.

Click on "More Item Price Factors" to review or to update additional item information (See "More Item Price Factors" on the next page of this booklet).

Click here to enter a comment.